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Executive Registry
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13 August 1951

MEMORANDUM FOR: Deputy Director (Administration)
FROM: Assistant Director, OCD
SUBJECT: Improvement of CIA Top Secret Courier Service

1. OCD Top Secret Control is the official CIA point of intake for TS mail and documents going to the Director and other Agency offices. As such, it continually gets urgent, high priority items from SecDefense, Joint Chiefs, [redacted] and other important sources. This type of material must be disseminated by OCD without delay to the people who need it.

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2. The past few weeks have shown a marked decline in the number of pick-ups which the courier service has been able to make from Top Secret Control. Pick-ups have been very erratic, averaging 3 to 4 per day, whereas a few months ago the courier service was following a schedule that was almost hourly.

3. I am sure that the CIA Mail and Courier Staff is doing the best it can with what it has, and I understand that it has recently suffered from unusual personnel losses. However, the potential danger inherent in the current situation is so great that immediate improvement must be effected.

4. It is therefore recommended that the CIA Mail and Courier Staff be strengthened without delay.

JAMES M. ANDREWS

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*orig. to [redacted]
for action*

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Declassified delivery in [redacted]

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